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Chief, Publications Division

10 November 1949

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Functions of Former Staff Intelligence Division

- REFERENCES: A. Memo to Chief, D/Pub "Report on Internal Projects" [redacted] 25X1
25X1 [redacted], dated 8 November 1949
- B. Memo to DAD/ORE from Chief, D/Pub "Internal Report on the Cities Project" dated 1 November 1949
- C. Memo for DCI from AD/ORE "IAC Cooperation with CIA" dated 30 September 1949. Tab C "Departmental Failures in Coordination of CIA Reports and Estimates"

- ENCLOSURES: A. Directory of ORE Key Personnel, Staff Intelligence Group, no date

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- C. Staff Intelligence Group, Project Planner, no date
- D. ORE Status Report, 1 November 1949

1. Major Functions.

a. The Staff Intelligence Division, under the supervision of the Assistant Director, Office of Reports and Estimates, was responsible for all reports and estimates emanating from ORE with the exception of current non-coordinated intelligence (contained in the Daily and Weekly Summaries) and the National Intelligence Surveys.

This responsibility was carried out primarily through supervision and coordination of the production of the following series of reports and estimates:

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b. Enclosure A sets forth briefly the basic functional division of the office into three areas: (1) Projects Planning, (2) Coordination and Production and (3) Review.

Enclosure B, although partly outdated, sets forth these same functions in more detail and provides examples of each (p. 4).

Enclosure C provides an elaboration of the projects planning function.

2. Other Regular Functions.

In addition to the basic responsibility for reports as stated above, D/ST performed the following regular functions:

a. Preparation of Monthly ORE Status Report. This report is distributed to the IAC agencies. A supplement (not released to the IAC) provides statistics on "ORE Production Performance." The status report and supplement for 1 November are attached as Enclosure D.

In connection with this report, Management is also provided with a report on "Departmental Performance in Meeting Deadlines" and a "Recapitulation of Comments Received from Departmental Intelligence Organizations" during the preceding month.

b. Delivery of special internal reports to OPC. D/ST implemented requests received from OPC by assigning projects to the proper divisions and by supervising and recording the delivery of the published reports. No editorial function was involved. Reference A is a report on these "Internal Projects" since their inception on 12 May 1949. This function is at present being reviewed by D/Pub.

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c. Document Routing. D/ST prescribed or verified the routing within ORE of all finished intelligence documents coming into ORE from the outside.

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3. Miscellaneous Functions.

g. D/ST was frequently called upon for reports on a variety of matters, preparation of letters for the signature of DCI or AD/ORE, and supervision of projects not elsewhere assigned. Examples follow:

- (1) The Cities Project. See Reference B for a recent review.
- (2) Report on "Departmental Failures in Coordination." Reference C.
- (3) Draft of DCI 3/2.

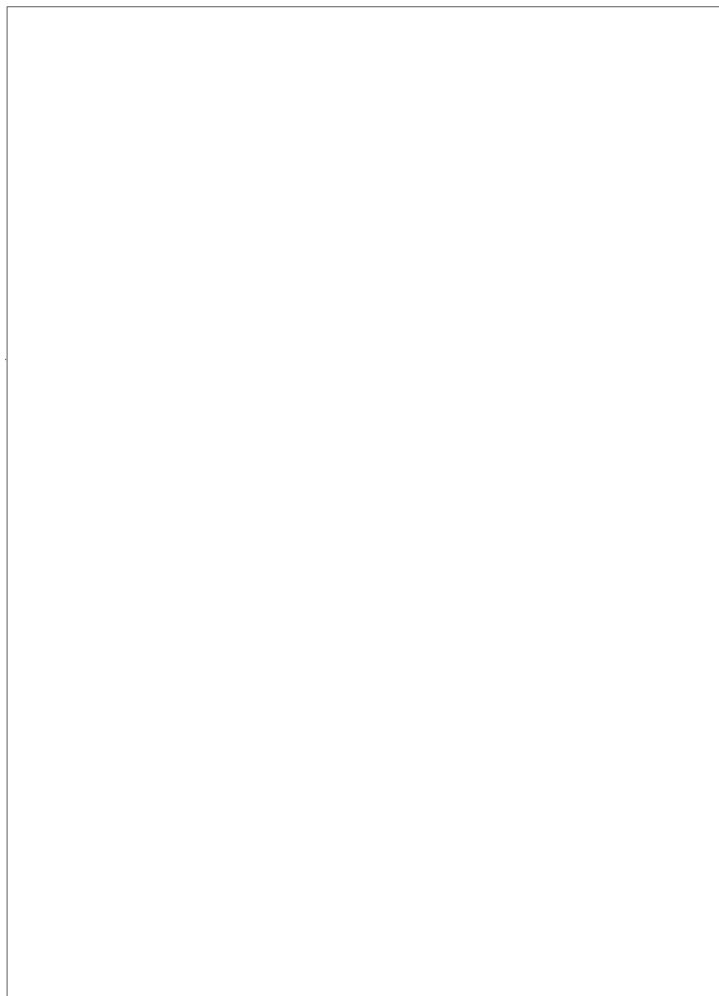
h. D/ST initiated and/or participated in projects for improvement of ORE production, more efficient coordination with the IAC, etc. Examples:

(1) Analysis of ORE Production with conclusions, First Report, Ad Hoc Production Review Subcommittee, 19 July 1949.

(2) Meeting of IAC Representatives on 5 October 1949, on subject of coordination.

i. Some of these miscellaneous functions are further described on pp. 7-8 of Enclosure B.

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